1. Click New Students Start Here

2. Click I LIVE IN FLORIDA.
3. In the drop down menus, Choose Escambia.

Then choose Public/Charter School Student

Then click Continue

FYI: Next, you will need to select one course in order to create an account

4. Find and click on the course for which you want to register (if you select a wrong course we can fix it) You can browse or use the search feature.
5. From the drop down, select the semester that you wish to take.

You may need to check this box.
6. Choose the NEXT AVAILABLE date (date in box) for your start date on the calendar. DO NOT SELECT a later date.

11. Choose ESCAMBIA VIRTUAL ACADEMY in the drop down menu for your virtual school.
12. Answer questions 1 through 3 on the next screen and then click CONTINUE.
   Mark Question 2: “I don’t know if....”
   Mark Question 3: “Other”
13. The next screen summarizes your request. Click **CONTINUE**.

14. On the WHAT HAPPENS NEXT screen, click **CREATE MY ACCOUNT**.
15. Fill in the required information (*) to create your account.

**User Name** and **Password** suggestions

a. **User Name:** First initial (capitalized), last name, year of birth  
   Example: Lpatt71

b. **Password:** Use: Password1

   If you want a custom password, it must meet:

   - Password must be at least 8 characters long and must contain any combination of three of the following:
     - Uppercase letters
     - Lowercase letters
     - Numbers
     - Special characters (These are characters allowed: `~!@#$%^&*()_+-=[]{};':",./<>?`)
   - Passwords cannot repeat any given character three (3) times in a row
   - Cannot re-use recent passwords

c. **Write down your chosen user name and password** If you forget them you must call 1-800-374-1430.
16: Fill in the Student Information screen with **accurate contact information**.

For **Social Security number**, leave blank.

For **Student Number ID Florida**, leave blank.

For **School Counselor**, select “..not listed”

Please fill in **Student ID number**
17. **Fill in the required Parent/Guardian information.** This must be completed. Failure to provide this information may result in your course not being assigned.

    Select home for your phone (even if it is a cell) or it will not display

    Click NEXT.

18. Complete the **Race/Ethnicity survey** then click NEXT.

19. Your **Course Request summary** will appear. Click CONTINUE.

20. **IMPORTANT:** On the COMMITMENTS page that appears next, a student commitment and a parent commitment will appear. It is **IMPORTANT** that BOTH commitments are accepted by checking the I AGREE box at this time. Not doing so WILL delay, and in some cases SUSPEND, the registration process indefinitely. Click CONTINUE.

21. Click **VIEW COURSE REQUEST SUMMARY**.

22. Click **SIGN OUT**.

**You have successfully created your account and requested one course!**

**FYI:**

Your guidance counselor will approve the course for registration if it is academically appropriate. If you need to request an additional course, log in to your newly created by going to escambiavirtual.org, clicking the log in to FLVS, log in to your FLVS Flex account and request the course.

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**Next, Create a Guardian Account**

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**Last, Complete the Google form on our website**